

# Joint Audit Committee of the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police

**Meeting of 24 July 2018**

**Held between 13.30 – 15:30**

## Minutes

**Present:**

Jagtar Singh – Chair (JS)	Independent Committee Member
Wayne Brads – Chair (WB)	Independent Committee Member
Laura Cochrane (LR)	Independent Committee Member
Gita Raja (GR)	Independent Committee Member
Judit Seymour (JSM)	Independent Committee Member
Phil Wells (CFO)	Joint Chief Finance Officer for the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police
Garry Forsyth (DCC)	Deputy Chief Constable
Clare Kelly (CK)	Chief of Staff, Office of the Police and Crime Commissioner for Bedfordshire (OPCC)
Simon Smith	Joint Audit Committee Chair for Cambridgeshire
Neil Harris	EY
Carol Ryan	EY
Anna Simmonds	Internal Audit (RSM)
Pauline Gibbons (PG)	Minute taker

18/JAC/22	Apologies	ACTION
	<p>Apologies noted from:</p> <ul style="list-style-type: none"> <li>- Mark Jones, RSM</li> </ul>	
18/JAC/23	<p><b>Matters Arising</b></p> <p>Simon Smith, Chair of the Cambridge Joint Audit Committee was welcomed to the meeting as an observer.</p> <p><b>Items from the meeting on 25 May 2018:</b></p> <p><b>18/JAC/16:</b> <i>Members asked if it would be possible for them to have an insight into the issues PSD look at. It was suggested that</i></p>	

	<p><i>PSD be invited to deliver a presentation at the next Development Day.</i></p> <p><b>Action: CFO to arrange a Development Day for Sept/Oct.</b></p> <p><b>18/JAC/16:</b> <i>Chief of Staff to make available to members Kevin Vanterpool's paper regarding comparisons of service.</i></p> <p><b>Action: Signpost update is included as an agenda item.</b></p> <p><b>18/JAC/17:</b> <i>Members asked for training to look at THRIVE – DCC can arrange this.</i></p> <p><b>Action: This will be included at the next Development Day for members.</b></p> <p><b>18/JAC/18:</b> <i>CFO to bring the Benefit Realisation report back to this committee later in the financial year after Athena has been sufficiently embedded.</i></p> <p><b>Action: CFO will bring this to the next meeting in December.</b></p> <p><b>18/JAC/19:</b> <i>Members said that the report shows recommendation and would like to see what the Force are progressing for assurance and that it would be helpful to better understand the process for obtaining assurance that improvements were being made. The CFO suggested that this form part of the next Development Day.</i></p> <p><b>Action: CFO to arrange a Development Day for Sept/Oct.</b></p> <p><b>18/JAC/21:</b> <i>Dates of the next Better4Beds forums to be sent to members.</i></p> <p><b>Action: PG to liaise with Gavin Hughes-Rowlands regarding any remaining dates.</b></p> <p><b>18/JAC/21:</b> <i>At the PEEL Board, there is an action tracker for each area requiring improvement. Members asked at the last meeting if they could have sight of the tracker document and the CFO has suggested that he go through this document with them at the next training day.</i></p> <p><b>Action: CFO to arrange a Development Day for Sept/Oct.</b></p> <p><b>18/JAC/21:</b> <i>CFO to organise a Development Day for Sept/Oct.</i></p> <p><b>Action: Development Day now arranged for 19 Sept.</b></p>	<p><b>CFO</b></p> <p><b>PG</b></p> <p><b>CFO</b></p> <p><b>CFO</b></p> <p><b>CFO</b></p> <p><b>CFO</b></p> <p><b>PG</b></p> <p><b>CFO</b></p> <p><b>PG</b></p>
<b>18/JAC/24</b>	<p><b>Minutes of the meeting held on 24 May 2018</b></p> <p>The minutes of the meeting of the Joint Audit Committee (JAC) held on 24 May 2018 were confirmed without amendment.</p> <p>CFO agreed to send a copy of the publication on the gender pay gap to members.</p>	<b>CFO</b>
<b>18/JAC/25</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of personal or prejudicial interests from members.</p>	
<b>Part One – Not Restricted</b>		

18/JAC/26	<p><b>Strategic Risk Register of the Police and Crime Commissioner for Bedfordshire</b></p> <p>SR01: stays the same, not foreseeing any change after budget planning. There is a risk around future pay rises – if the government is not paying the grant, how are we to pay for this?</p> <p>SR02: no change, added to mitigation. Members asked how often surveys were undertaken and were advised by CK that these were annually. The OPCC also answers questions from the public via social media including #BedsHour. The survey results were referred back to the Force at the last Strategic Board meeting. A wrap up piece is required from CK.</p> <p>CK advised that the Strategic Board meeting minutes are published on the PCC's website at <a href="https://www.bedfordshire.pcc.police.uk/beds-pcc-meetings">https://www.bedfordshire.pcc.police.uk/beds-pcc-meetings</a> CK can also provide a snapshot of these meetings at future JAC meetings.</p> <p>SR06: no movement, strong mitigation in place. Signpost is reporting to the Force Performance Board. The PCC's 2<sup>nd</sup> year report has now been published.</p> <p>SR07: risk has decreased as stability now seen within the OPCC.</p> <p>SR08: this risk has been left open as a significant risk remains although no one has fallen foul of this legislation yet. Personal information has had to be deleted from records where no one has responded. Members asked that increasing the public's awareness of their rights be included.</p> <p>Members would like items removed from the report once they have been superseded.</p> <p><b>IT WAS RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That members noted the updates.</li> </ul>	<p>CK</p> <p>CK</p> <p>CK</p> <p>CK</p>
18/JAC/27	<p><b>Signpost Update</b></p> <p>The criteria used for measuring the Victim Satisfaction and Business Benefits is the same as that used for the previous supplier. CK felt that the criteria should have been altered and will bring this to the next meeting. The question set will also need to be re-written.</p> <p>Members thanked CK for the update.</p> <p><b>IT WAS RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That members noted the update.</li> </ul>	CK
18/JAC/28	<p><b>Internal Audit</b></p> <p><b>a) Progress against plan 2017/18:</b></p>	

	<p>Short update. One final report issued regarding Grants and Commissioning: no actions, good reassurance.</p> <p>With regards to the grant funding payments, the usual practice is to pay the first half of the grant up front and the second half after six months. Members said that there is the risk of an organisation going under before they complete the work. CK advised that we are exploring monitoring options.</p> <p>Grants are spread widely between different groups and are focused on victims (Signpost) and geographical areas (where people are at risk).</p> <p>Members are seeking assurance that the grants process is linked to corporate objectives.</p> <p>The grant funding process is open and transparent, with a diverse panel who agree the grants. Due diligence is undertaken the same for everyone, whether a charity or otherwise.</p> <p>A draft report has been issued following the review of Estates.</p> <p>BCH plan: the Criminal Justice review has been issued as a draft report and finalised. This was for 2017/18, brought forward from 2018/19.</p> <p>No changes to Bedfordshire's internal audit plan. Minor changes to the BCH plan.</p> <p><b>b) Progress on recommendations:</b> The audit starts 06 August to review the process to bring together BCH processes. This will be on next agenda.</p> <p><b>IT WAS RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That members noted the updates.</li> </ul>	
18/JAC/29	<p><b>Force Overview</b></p> <p>Not a great deal of change since the last report. Athena is not producing up to date information and will be held to account over this at the next Strategic Board meeting on 26 July. The quality of data for crimes recorded from 23 May is currently inconsistent. This was expected as there have been problems for every force transitioning to Athena. To have overcome this would not have been viable due to costs. This has not been escalated onto the Strategic Risk Register of the Force at the moment but is detailed as a risk on the Athena risk register.</p> <p>Figures are being tracked daily via morning and evening management meetings. From an operational risk perspective, the DCC is comfortable.</p>	



	<p><b>Pension Fund</b> The EY actuary estimates up to 2% movement in the pension fund is not unreasonable.</p> <p>A letter from the auditor of Bedfordshire Pension Fund is £16M higher than the actuary estimated. EY have had a conversation with the actuary and discovered that the £16M relates to a transfer into the fund from a college. There is a £500K difference in the fund for Bedfordshire Police.</p> <p>Members asked if the same approach is taken to negative and positive movement and EY confirmed that it was.</p> <p>The implementation of eFinancials has gone well and no control deficiencies have been identified.</p> <p>The building at Greyfriars has been reclassified as a surplus asset under Property, Plant and Equipment.</p> <p>The CFO suggested that we need something adding to recognise the demand on the Force.</p> <p>The Final Audit Results Report can be issued.</p> <p><b>**NH and CR left the meeting.</b></p>	
18/JAC/33	<p><b>AOB</b></p> <p>The Development Day agenda was discussed. The CFO can either identify development and training opportunities or members can put forward their own suggestions to the Chair and CFO.</p> <p>At future meetings, members stated that they would like a one hour pre-meet before the meeting starts – with 30 minutes for just the members to meet and 30 minutes for members to meet with the CFO.</p> <p><b>National Audit Conference</b> This was attended by WB who commented that it was a useful workshop, with twenty representatives from small to large police forces attending. The impact of culture was covered as some forces had had issues. It was asked how often the Chief Constable and Police and Crime Commissioner ask JAC members for their opinions?</p> <p>Members would appreciate receiving post-project evaluations as these are a method of assurance in ensuring things have gone to plan.</p> <p><b>Annual Report</b> The CFO is to draft and circulate and will ask members to add their comments. This will be on the agenda for the next meeting in December.</p>	PG

	Meeting closed at 15:55.	
<b>Date of next meeting</b>	Thursday 06 December 2018, 11:00 to 13:00. (10:00 pre-meet for members only.)	